



Calmentor Steering Committee Monthly Meeting Minutes

January 23, 2019
9:00 AM – 10:00 AM

Attendees:

Zahnab Chechi
~~Damon Dorn~~
~~Elizabeth Gaylord~~
Stacie Gandy
Jenna Matsumoto
~~Luis Robles~~
Michelle Cross
Aaron Morgan
Gina Reiland
Ricky Johnson
Shaun Vemuri
Patricia Silva
Steve Mendenhall
Steven Robinson

Meeting Minutes:

1. Agenda

- Reviewed the agenda.

2. Mentor/Protégé

- Mentor/Protégé list still in process of being updated. Once updated, Michelle agreed to reach out to firms not able to confirm.
- Two new pairings in process.
 - Stantec/Bargas – MOU in process.
 - Chaudhary/RFE – Applications for both firms and MOU in process.



2. Outreach Efforts

- Brochures are in process of being updated. Once updated, Caltrans will send to committee to review. Once finalized, Caltrans will send a stack to each member, along with the PDF to recreate. Committee agreed to use at non-Calmentor networking events to help spread awareness and participation.
- Request was made to add a status check-in to the monthly meeting agenda.
- Committee agreed to purchase logo merchandise for events;
 - Logo tablecloth
 - Logo flag/sign
 - Raffle gifts
- Idea proposed for additional advertising through magazines, social media, etc. Shaun V. agreed to look into different options available.

3. Sub-Committees

- **Pairings/MOU's**
 - Currently vacant.
 - Michelle C. agreed to temporarily step into role until a permanent committee member volunteers.

4. Events

- **ACEC/Calmentor Dinner – March 20, 2019**
 - Committee agreed to have table set up for Calmentor outreach efforts.
 - Steve M. (as available) and Gina agreed to man information table.
 - Conference call planned for Thursday, January 31, 2019 to finalize details.

5. Sponsorship Status

- One new sponsorship was received for 2019.
- Sponsor logos need to be updated and displayed at all events.
- New status unavailable as Luis (sub-committee volunteer) was not in attendance.

The next Steering Committee meeting will be held on
Wednesday, Feb 20, 2019.